



**Administration for Children and Families**

Office of Planning, Research and Evaluation

Early Head Start University Partnership Grants: Buffering Children from Toxic Stress

HHS-2011-ACF-OPRE-YR-0204

Application Due Date: 07/18/2011

Early Head Start University Partnership Grants: Buffering Children from Toxic Stress  
HHS-2011-ACF-OPRE-YR-0204

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

[Section IV. Application and Submission Information](#)

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services**  
**Administration for Children & Families**

**Program Office:** Office of Planning, Research and Evaluation  
**Funding Opportunity Title:** Early Head Start University Partnership Grants: Buffering Children from Toxic Stress  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2011-ACF-OPRE-YR-0204  
**CFDA Number:** 93.600  
**Due Date For Letter of Intent:** 06/20/2011  
**Due Date for Applications:** 07/18/2011  
**Executive Summary:**

The Administration for Children and Families (ACF) announces the Early Head Start University Partnership Grants: Buffering Children from Toxic Stress. These grants will fund research to implement promising parenting interventions that augment ongoing Early Head Start services in order to improve outcomes for the most vulnerable infants and toddlers. Results from this research will help build a cumulative knowledge base regarding the role Early Head Start can play in promoting parenting practices that buffer children from toxic stress.

Award amounts for these grants will be up to \$400,000 per year for 5 years (total of up to \$2,000,000 per project).

## I. Funding Opportunity Description

### Statutory Authority

Head Start Act, 42 U.S.C. § 9831 et seq.

### Description

#### A. Purpose

The purpose of this announcement is to report the availability of grant projects to promote knowledge of how Early Head Start programs can buffer children from the effects of toxic stress by supporting parenting/caregiving. Grantees will be required to establish researcher/program partnerships with Early Head Start programs. They will then implement and examine promising parenting intervention model(s), augmenting existing Early Head Start services, for those children and families at the highest level of stress. Evaluation activities will include a validation of the selected risk factors as indicating a risk for toxic stress, an implementation study of the parenting intervention, as well as a rigorous test of the effectiveness of the intervention. The focus of this announcement is on parental (or primary caregiver, foster parent, or guardian if biological parents are not available) relationship.

#### B. Background

Learning how to cope with stress is an important part of healthy child development that begins in infancy. Early on, it is the parent who soothes the child when the child experiences the discomfort associated with

stress. In order to provide this support, the parent must first recognize the infant's distress and then be able to comfort the child. Over time, if the child experiences consistent and responsive caregiving, the child develops self-regulatory skills to help cope with the body's response to stress, including increased heart rate and blood pressure and the release of stress hormones such as cortisol (Albers et al, 2007; Blair et al, 2008). However, when these stressful events are frequent and experienced in the absence of supportive and responsive caregiving, the child is unable to regulate his or her stress response, potentially resulting in a change in brain architecture and long-term child outcomes. Jack Schonkoff (2006) referred to this persistent stress as **toxic stress**.

Risk factors for toxic stress that are widely discussed in the literature include chronic conditions such as physical or emotional abuse, chronic neglect, caregiver substance abuse or mental illness, exposure to violence, repeated extended separations from caregivers, and/or the accumulated burdens of family hardship (e.g., incarceration of a parent or extreme poverty). These are conditions that have been found to be associated with less sensitive parenting and some of the risk factors have also been found to be associated with frequent activation of children's stress-response system (e.g., Dozier, 2006), although not all of these risk factors have been studied to confirm the link with the physiological indications of toxic stress.

Interventions aimed at promoting supportive relationships in the context of toxic stress have the potential to alleviate the effects of toxic stress on children. This funding opportunity is designed to promote knowledge of how Early Head Start and other programs for very young children can implement interventions to buffer children from the effects of toxic stress by supporting parenting/caregiving. Grantees will identify what characteristics they will use to identify children at high risk for toxic stress. As part of the research, they will use a physiological measure, cortisol, to assess the stress-response system in order to validate their selection criteria. Promising parenting interventions will be identified and implemented, augmenting existing Early Head Start services, for those children and families at highest level of stress. Evaluation activities must include:

1. a validation of the selected risk factors as indicators for toxic stress,
2. an implementation study of the parenting intervention, as well as
3. a rigorous test of the effectiveness of the intervention.

Results from this research will help build a cumulative knowledge base regarding the role Early Head Start can play in promoting parenting that buffers children from toxic stress. While many caregiving relationships can provide buffering effects, including child care providers, the focus of this announcement is on the parental relationship (or primary caregiver, foster parent, or guardian if biological parents are not available).

#### Early Head Start populations:

Early Head Start serves predominantly low-income families during pregnancy and when children are infants and toddlers. Therefore, the overwhelming number of families who attend Early Head Start are considered "at risk" due to poverty. However, programs also prioritize enrollment for those families who meet additional risk criteria defined as priorities for the specific community. Examples include homelessness, teen parents, parents suffering from mental health concerns, or children with disabilities. Previous research has found Early Head Start families to have high levels of demographic and psychological risk factors. A national study of 17 Early Head Start programs found that more than half of mothers were struggling with feelings of depression at the time they enrolled in Early Head Start programs and a quarter of families were at elevated levels of demographic risk (defined as having four or five of the following risks: teen mother, single mother, mother not having a GED or high school diploma, not being employed or in school, and receiving welfare/Temporary Assistance for Needy Families(TANF)) (ACF, 2006). While less is known about the prevalence of risk factors such as substance abuse, involvement in the child welfare system, incarceration of a parent, and exposure to violence in the Early Head Start population, 33 percent of Early Head Start program directors report that more than a quarter of their

families suffer from more than two of the following risks: living in an unsafe neighborhood, serious mental health or substance abuse issues, and family violence (ACF, 2006). Furthermore, a study of an Early Head Start program in a southern state found that 71 percent of the children had experienced at least one trauma in their young lives, including such things as a serious illness or injury, a prolonged separation from their primary caregiver, homelessness, death of a close relative, and violence in home or community (Malik, 2007).

Many Early Head Start programs target parenting as a primary outcome (ACF, 2002), and in fact, the Early Head Start Research and Evaluation Project (EHSREP) found that programs had an impact on observed parent-child interactions as well as observed home environment and self-reported parenting activities and beliefs. These impacts on parenting were also found to contribute to the program's impact on children, although the program had direct affects on children as well. For instance, the impact of the program on reducing levels of aggression in 3-year-old children may be attributable to the program's positive impact on parents' warm sensitivity toward the child during play and to the program's impact in reducing the incidence of physical punishment in the previous year (ACF, 2002).

Risk was defined in several ways as part of the EHSREP. In terms of the psychological risk, Early Head Start has been shown to have a positive influence on the parenting skills of depressed parents and on the behavior of their children. These parents used less harsh discipline and a wider array of positive strategies to cope with parent-child conflict as compared to their peers who did not receive Early Head Start.

Children were less aggressive and had more positive parent-child interactions than their peers who did not receive Early Head Start (ACF, 2002). When demographic risk factors were examined, the program did not have an effect on parenting or child outcomes for those families at highest levels of demographic risk (defined as having four or five of the following risks: teen mother, single mother, mother not having GED or high school diploma, not being employed or in school, and receiving welfare/TANF).

In summary, previous research has found high levels of risks for Early Head Start children and families. While the program has been successful serving families suffering from depression, more work is needed to identify models for those families at the highest levels of risk in order to maximize the potential of the program to help those children who may be affected by toxic levels of stress.

Funds available under this announcement will support research in Early Head Start programs that will identify, implement, and evaluate parenting interventions for those children and families at the highest level of stress. Results from this research will help build a cumulative knowledge base regarding the role Early Head Start can play in promoting parenting that buffers children from toxic stress.

Applicants must provide detailed descriptions and justification of the selection of the parenting intervention(s) to be implemented, a research design and methodology appropriate to the identified question(s), including how they will identify and serve sufficient families at extreme levels of risk in order to rigorously test the intervention approach and impact on toxic stress. Researchers must demonstrate a partnership or partnerships with one or more Early Head Start programs during all phases of the project (e.g., consulting in targeted goals, design of project, implementation, and interpretation). Competitive proposals will demonstrate the potential to significantly improve Early Head Start services by identifying and assessing effective strategies/interventions to support parents and thus buffer children from the effects of toxic levels of stress.

Research questions that should be addressed by each project:

1. Validation: What are the risks faced by children and families in these communities? How are these indicators related to measures of toxic stress, including cortisol?
2. Implementation Evaluation: How does the identified intervention model need to be adapted for use in the program and community context? What conditions are necessary for successful implementation in the Early Head Start program context? What are challenges? What is the uptake and content of services? What elements indicate that the model has been implemented with fidelity?
3. Effectiveness: What is the effectiveness of the model? How does it impact parenting and child

outcomes, including cortisol levels? Which families and children benefit most from the intervention? What program and community factors lead to variations in the intervention impact?

#### Collaborative research:

In addition, a collaborative research effort across the grantees receiving these research awards will be expected throughout the project period, to increase the capacity of the individual projects. The funded grantees will form a consortium, led by staff from the Office of Planning, Research, and Evaluation (OPRE), that will meet by teleconference on a monthly basis. In addition, the Principal Investigator must agree to attend in person a minimum of three meetings each year, including two semiannual consortium meetings, held in Washington, DC, scheduled during the fall and spring of each year. The third meeting will coincide with a national meeting, for instance, the biennial Head Start National Research Conference in Washington, DC and the biennial meeting of the Society for Research in Child Development. The time and place of this third meeting will be agreed upon by the grantees and the Federal Project Officer. The Budget and Budget Justification should reflect travel funds for such purposes.

Minimally, this consortium shall identify common measures and/or constructs to be used by all the funded projects and to be merged into a common cross-site data file. Examples of cross-site measurement include common family demographics and risk factors, physiologic measures of stress (cortisol), child outcomes and parenting behaviors, as well as implementation data on the intervention. The applicants will propose an approach that will be modified after the award when the consortium as a whole agrees on common measures. The applicant's budget, budget justification, and research design (including specific measurement and staffing choices) should reflect flexibility and clearly acknowledge that modification may occur based on collaboration with fellow grantees and OPRE. Members of the consortium will also serve as advisors to one another and will work together on dissemination products.

The grantee is expected to participate in dissemination activities (presentations and publications) with the consortium in order to bring knowledge learned to the broader practitioner and research communities. This will include preparing a 1-2 page brief describing the objectives, hypotheses and/or findings (when available), and the potential practice or policy implications of their research projects twice during the award: at the beginning and end of the project period. Grantees will be expected to communicate with the Office of Head Start's Technical Assistance network as requested.

The first year of the grant is expected to be devoted to activities related to adapting the model/intervention for use in the program context, piloting as necessary, planning and preparing for implementation and, with the consortium, developing and possibly piloting common measurement strategies. The subsequent years of the grant will be devoted to careful implementation and evaluation of the intervention for supporting parenting. The proposal should reflect the capacity to gather the sample size needed to sufficiently test the model(s). The successful applicant may need to partner with several programs in order to obtain the sample size needed. The proposals should include an experimental evaluation framework, detailing implementation processes (e.g., assessment of needs, trainer qualifications, training, systems resources and processes, fidelity, etc.) and services received. The work should include thoughtful consideration of scale-up and how the intervention will generalize outside of the research context. The successful applicant should also provide plans for a sound research design that utilizes state-of-the-art methods to examine the outcomes of interest at practitioner, parent, and child level. The research design should maximize the likelihood of answering proposed research questions and contributing to the empirical knowledge in the field about how Early Head Start programs can help those children experiencing toxic levels of stress.

See the Evaluation Criteria for more information on how applications will be scored based on these program requirements.

## II. Award Information

Funding Instrument Type: Cooperative Agreement

Estimated Total Funding:	\$1,600,000
Expected Number of Awards:	4
Award Ceiling:	\$400,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$400,000 Per Budget Period

**Length of Project Periods:**

60-month project with five 12-month budget periods

The project period will be up to 5 years, given evidence of progress and collaboration from the consortium projects, and given continued available funding.

**Additional Information on Awards:**

Awards made under this announcement are subject to the availability of Federal funds.

Applications should include estimated budgets for the entire project period (up to 5 years). The initial award will be for the first 1 year budget period, which should be specified on Standard Form 424A. Continued funding beyond the initial 12-month budget period will be considered in subsequent years on a non-competitive basis, subject to the applicant's eligibility status, the availability of funds, evidence of satisfactory progress and collaboration of the grantee, and a determination that continued funding would be in the best interest of the Federal Government. Exceptional projects may be selected for additional funding beyond the initial project period.

**Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

OPRE will monitor the project and provide technical assistance and feedback when necessary. OPRE will provide leadership to maximize cooperation and collaboration among grantees, including organizing periodic consultations and monthly teleconferences to review research activities, to share information, and to promote coordination of the project. OPRE will schedule and host three annual grantee meetings, set the agenda and coordinate activities. OPRE will collaborate in activities specified in the award and will approve specific project milestones including the development of common measures, creation of a common data file, and the production of project materials. OPRE will act as a liaison between the grantee and the Office of Head Start to ensure that the research products developed are translatable to a practice community.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

### **III. Eligibility Information**

#### **III.1. Eligible Applicants**

Eligible applicants:

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses
- Small businesses

In addition, ACF encourages the following to apply:

Tribally Controlled Colleges and Universities, defined in 25 U.S.C. § 1801(a)(4), and other institutions that qualify under the Tribally Controlled Community College Assistance Act of 1978 (25 U.S.C. § 1801 et seq.), and the Navajo Community College, referred to in the Navajo Community College Assistance Act of 1978 (25 U.S.C. § 640a).

Historically Black Colleges and Universities and other institutions covered under the definition of Part B institutions under 20 U.S.C. §1061(2).

Hispanic Serving Institution (HSI) as defined under 20 U.S.C. § 1101a(a)(5).

Institutions must apply on behalf of researchers who hold a doctorate degree or equivalent in their respective fields. The Principal Investigator (PI) must conduct research as a primary professional responsibility and have published or been accepted for publication in the major peer-reviewed research journals in the field, as a first author.

Applicant organizations may submit more than one application, on behalf of more than one researcher, subject to the qualifications listed in this section.

Though a researcher can serve as a PI on more than one application, only one of these applications may receive funding.

The application must contain the original copy of a letter or letters from the Early Head Start programs certifying that they have entered into a research partnership(s) with the applicant, and a separate letter certifying that the application has been reviewed and approved by the local Head Start Program Policy Council. This certification of approval or pending approval by the Policy Council must also be the original letter from the official representative of the Policy Council itself. See *Section IV.2* for further information.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

### **III.3. Other**

#### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

## Section IV. Application and Submission Information

### IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](http://Grants.gov Forms Repository) website.

Early Head Start University Partnership Grants  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031-6050  
Phone: (877) 301-8193  
Fax: (703) 934-3740  
Email: [toxicstress@icfi.com](mailto:toxicstress@icfi.com)

### Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## Section IV.2. Content and Form of Application Submission

### Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. If applying electronically via [www.Grants.gov](http://www.Grants.gov), applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

### Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

### Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. All pages of the application submission (hard and electronic copies) must be sequentially numbered. Project Descriptions, narratives,

summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

The applicant must write the Project Abstract and Project Description/Narrative Statement in their entirety. The proposal should be consistent with the format and style guidelines of the current *Publication Manual of the American Psychological Association*. The research should comply with the "Ethical Standards" detailed in the *Ethical Principles of Psychologists and Code of Conduct* (APA, 2002; <http://www.apa.org/ethics/code/index.aspx>).

Applicants must limit their application to 100 pages. This page limit applies to the Table of Contents, Project Abstract, and Project Description/Narrative Statement (see list below). Applicants must number the pages of their application beginning with the Table of Contents. Tables, graphs, figures, and appendices can be single-spaced and the project abstract must be single-spaced. Standard Federal Forms (SF), Budget Justification, and Appendices (see list below) are not included in this limitation, yet applicants are urged to be concise. There is a 5-page limit for each additional supporting document, including letters of support, curriculum vitae, and transcript. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process. In addition, applicants must not submit any additional letters of endorsement beyond those that are required.

Applicants are strongly advised to use Headings and Subheadings that correspond to the required information, the evaluation criteria, and required proposal sections. Applicants are further advised to include all required forms and materials and to organize these materials according to the format, and in the order, presented below:

**1. Standard Federal Forms (all forms are at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)),** including:

- a) Standard Form 424 Application for Federal Assistance
- b) Standard Form 424A Budget Information - Non-Construction Programs

- c) Standard Form 424B Assurances - Non-Construction Programs
- d) SF-P/PSL - Project/Performance Site Location(s)
- e) Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)
- f) Additional Required Forms and Certifications (Drug Free Workplace, Tobacco Free Environment, and Certification Regarding Disbarment)

**NOTE: All standard forms and certifications must be signed by the authorizing official for the institution (the applicant, as defined in *Section III*).**

## **2. Table of Contents**

### **3. Project Summary/Abstract** (one page maximum).

**4. Project Description/Narrative Statement:** The project description/narrative statement should be carefully developed in accordance with ACF's research goals and agenda as described in *Section I: Funding Opportunity Description* and attend to the criteria that will be used to evaluate the applications (see *Section V.1.Criteria*).

See additional instructions in *Section IV "Part 1"* for details on preparing the full project description.

**5. Budget and Budget Justification Narrative.** For 24-month projects, please include a budget and budget justification in the application reflecting each budget period in separate columns. This budget should match the appropriate budget categories reflected in SF 424A, Section B. The applicant institution is encouraged to waive indirect costs. An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being waived. In the event that waiving the indirect costs is not possible, the applicant is encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs. However, this is voluntary and failure to waive indirect costs or to apply off-campus research rates will not impact eligibility to submit an application, will not disqualify an application from review, and will not be a factor in object review. In order to facilitate networking with researchers and policymakers, applicants are required to budget costs for attendance at three meetings for each year of the grant. See *Section I* for details about the required meetings.

See additional instructions later in this *Section IV* under "Budget and Budget Justification."

### **6. Appendix**, including (note page limits described earlier in this section):

- (a) Curriculum Vitae for Principal Investigator and other key staff.
- (b) Letter(s) of Support from Early Head Start program(s).
- (c) Proof of Non-profit Status, if applicable (see information later in this section under "The Project Description", "Proof of Non-Profit Status").
- (d) Private, non-profit organizations are encouraged to submit with their applications the survey titled "Survey for Private, Non-Profit Grant Applicants." The form is located on the web at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Application sections 1 through 5 above are considered part of the mandatory project narrative section. In addition, the signed letter(s) of support and official documentation may be scanned and attached to the electronic application via Grants.gov.

## **Forms, Assurances, and Certifications**

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Central Contractor Registration (CCR)	Required for all applicants. CCR registration must be active by time of award.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .

### **Additional Assurances and/or Certifications**

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

## **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## **DUNS Number and CCR Registration Requirements**

### **DUNS Number Requirement**

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [www.Grants.gov](http://www.Grants.gov).

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

### **Central Contractor Registration (CCR) Requirement**

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

**There is the possibility of heavy traffic at the CCR website at application due dates.**

**Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

## **Definitions:**

**Central Contractor Registration (CCR):** The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

**Data Universal Numbering System (DUNS) Number:** The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

### **Entity:**

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

**Subaward:** This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

**First Tier Subrecipient:** An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

## **The Project Description**

### **Part I: The Project Description Overview**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **Part II: General Instructions for Preparing a Full Project Description**

## **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

## **Letter of Intent**

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

See *Section IV.1* for address for submitting Letter of Intent.

## **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Outcomes Expected**

Identify the outcomes to be derived from the project.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however,

proof of non-profit status must be submitted prior to award.

### **Logic Model**

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

### **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

### **Dissemination Plan**

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

### **Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Provide estimated budget and narrative for all years.

### **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column,

total budget. The budget justification should be in a narrative form.

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

## **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

## **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.**

## **Hard Copy Submission**

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS

number by phone, contact the D&B Government Customer Response Center:U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

**There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Letter of Intent: **06/20/2011**

Due Date for Applications: **07/18/2011**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualify from competition.

#### **Hand-Delivered Applications**

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be**received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement. Applications received after the stated due date and time will be designated as late and will disqualify from competition.

## **Electronically-Submitted Applications**

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at [www.Grants.gov](http://www.Grants.gov) by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via [www.Grants.gov](http://www.Grants.gov), the applicant will receive three emails:

1. Acknowledgement of the application's submission to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF.

## **Late Applications**

**No appeals will be considered for applications classified as late under the following circumstances:**

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

## **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

## **Acknowledgement of Received Application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

#### **IV.4. Intergovernmental Review of Federal Programs**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

#### **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

##### **Submission By Mail**

Early Head Start University Partnership Grants  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031-6050

##### **Hand Delivery**

Early Head Start University Partnership Grants  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031-6050

## **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

## **V. Application Review Information**

### **V.1. Criteria**

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

<b>Approach</b>	<b>Maximum Points: 65</b>
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The application will be evaluated based on the extent to which the approach consists of partnership, flexibility, conceptual approach and design.

Partnership is essential to the success of these projects and will be evaluated based on:

Researchers must demonstrate a partnership or partnerships with one or more Early Head Start programs during all phases of the project (e.g., letters from the programs indicating the presence of a partnership, plans for consulting on targeted goals, design of project, implementation, and interpretation).

Extent to which applicant demonstrates an understanding of the Early Head Start program and a convincing strategy for incorporating the intervention within the goals and structure of Early Head Start.

Flexibility in approach will be required. In order to increase the capacity of individual projects, a collaborative research effort across grantees receiving these research awards is expected. Flexibility will be evaluated based on:

The extent to which the proposal, including the budget, demonstrates critical self-analysis and acknowledges the need to be flexible and to incorporate Federal and consortium feedback to improve, change, and refine their initial proposal.

The extent to which the proposal demonstrates the plans for participating in the collaborative research consortium as described in the announcement, including such things as the budget reflecting travel to required meetings three times a year.

The conceptual approach will be evaluated based on:

The extent to which the applicant demonstrates the risk of possible toxic stress in the Early Head Start population to be served.

The rationale for selection and strength of empirical support of the parenting intervention to be implemented, including empirical evidence of effectiveness of the intervention and that it has been applied previously in early childhood settings.

The inclusion of a logic model and the extent to which proposed activities will achieve specified goals in the logic model and the mechanisms by which the outcomes will be achieved. The applicant should

include factors that might also influence the ability to implement the intervention successfully (e.g., community factors, program administration factors) and a plan for assessing all parts of the model.

The extent to which the project is innovative and its likelihood of expanding the knowledge base regarding effective parenting programs to buffer toxic stress if the objectives of the project are achieved.

The extent to which the literature review is current and comprehensive, establishes the logic model and approach to the intervention, and appropriateness for the population.

The design will be evaluated based on:

The applicant provides evidence of sufficient partnership development and recruitment to meet the necessary sample size for rigorous testing of effectiveness, including a power analysis to support the proposed sample size.

The extent to which the applicant uses applicable methods and proposed activities that are well-conceived, reasonable, and linked to the results and benefits expected.

The extent to which the applicant demonstrates a clear and feasible strategy to achieve the following (including research design, methodology, measurement, and analysis):

- validation of the selected risk factors as indicating a risk for toxic stress
- an implementation study of the parenting intervention (must include process, structure, and contextual factors)
- a rigorous experimental evaluation of the effectiveness of the intervention

### **Staff and Organizational Support**

**Maximum Points: 35**

The application will be evaluated based on:

The extent to which the PI and other key Staff and collaborators possess both the multidisciplinary and community-based participatory research expertise to conduct research in Early Head Start programs; and the management experience necessary to create and operate the project.

The extent to which the PI, Project Manager, co-investigators, and collaborators are well suited to the project and have demonstrated an ongoing record of accomplishments that have advanced their field(s), including first authorships in peer review journals.

The PI will have a Ph.D. or equivalent for his/her field and will have a demonstrated record of infant and/or child development research in Infant/Toddler programs for low-income families.

The Project Manager will have demonstrated experience and expertise managing multi-activity/multi-staff research projects.

The extent to which the applicant includes a listing of key positions required to carry out the project, the individuals proposed to fill the positions, and a detailed description of the kind of work they will perform.

It is expected the PI and key Center Staff have experience with and/or the willingness to participate in a cooperative agreement with substantial Federal involvement.

The extent to which there is evidence of prior successful partnerships with community based programs for low-income families with infants and toddlers.

The extent to which there is enough time devoted to this project by the PI, Project Manager, and other key staff in order to ensure a high level of professional input and attention.

The extent to which the PI and other key Center Staff and collaborators have expertise in infancy, early childhood, parenting interventions, toxic stress, and Early Head Start.

The extent to which collaborative arrangements are available and adequate for the proposed study.

The extent to which institutional support, equipment, and other physical resources are available and adequate for the networking and research activities proposed.

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration ([www.ccr.gov](http://www.ccr.gov) or 1-866-606-8220).

### **Initial ACF Screening**

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

## **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

## **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

### **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

## Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

## HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

## Other Administrative and National Policy Requirements

Project activities are considered to be research.

As part of their application, applicants must submit a general description of a plan that will be established for data and safety monitoring. The applicant should describe the entity that will be responsible for monitoring and the process by which Adverse Events will be managed and reported to the Institutional Review Board (IRB) and OPRE. Adverse Events can include access to data by an entity other than those identified in the consent form, accidental release of personal identifying information (PII), iatrogenic responses to interventions, and inadequate staff training related to protection of human subjects and mandatory reporting requirements. The frequency of monitoring will depend on potential risks, complexity, and the nature of the study; therefore a number of options for monitoring research are available. These can include, but are not limited to, monitoring by the PI/Project Director (required), IRB (required), and a Data Safety and Monitoring Board. Subsequent to funding, a detailed data and safety monitoring plan must be submitted to and approved by OPRE before data collection begins.

Ownership of data, reports, proposals and studies produced or developed under funding of this Federal award are subject to section 649(f) of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007 (42 U.S.C. § 9844).

## VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

### Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms

or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## **Federal Financial Reports (FFR)**

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

<b>For budget periods ending in the months of:</b>	<b>The FFR (SF-425) is due to ACF on:</b>
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at

[http://www.acf.hhs.gov/grants/msg\\_sf425.html](http://www.acf.hhs.gov/grants/msg_sf425.html).

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports:              Semi-Annually

## VII. Agency Contacts

### Program Office Contact

Rachel Cohen

Administration for Children and Families

Office of Planning, Research, and Administration

Division of Child and Family Development

Aerospace Building 901 D St. S.W.

Washington, , DC 20024

Phone: (202) 205-8810

Email: [rachel.cohen@acf.hhs.gov](mailto:rachel.cohen@acf.hhs.gov)

### Office of Grants Management Contact

Tim Chappelle

Administration for Children and Families

Division of Discretionary Grants

Office of Grants Management

Aerospace Building, 6th Floor East

370 L'Enfant Promenade SW

Washington, DC 20447

Phone: (202) 401-4855

Email: [Tim.Chappelle@acf.hhs.gov](mailto:Tim.Chappelle@acf.hhs.gov)

### Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## VIII. Other Information

**NOTICE:** ACF intends to implement all electronic application submission via [www.Grants.gov](http://www.Grants.gov) for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via [www.Grants.gov](http://www.Grants.gov) for applicants for discretionary awards.

## Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## Application Checklist

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to <a href="http://www.ccr.gov">www.ccr.gov</a> to register.	Required for all applicants. CCR registration must be active by time of award.

DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> to obtain DUNS Number.	Required in application submission.
Letter of Intent	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If applicable, submission is due prior to award.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due prior to award.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .	Submission is due prior to award.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	Submission is voluntary. Submission may be made with the application or prior to award.

## Appendices